



# MOBILE FOOD ESTABLISHMENT GUIDELINE

## **Who is Required to get a Mobile Food Establishment Permit?**

- Semi-stationary MFE that remains in a single location in excess of 15 minutes.
- Transient MFE that is not stationary in any single location for more than 15 minutes.
  - Operational hours limited to between 30 minutes prior to sunrise and 30 minutes after sunset.

## **Who is Exempt from a Permit?**

- Any mobile food establishment that is included as part of a permitted Special Event.
  - Must still apply for permit through Fire Marshal's Office.

## **Submit the Required Information:**

- ✓ Apply online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org)
- ✓ Copy of Mobile Food Establishment permit issued by Williamson County and Cities Health District.
- ✓ Copy of Food Handler's or Food Manager's permit for each employee
- ✓ Written consent of the property owner(s) which the MFE is to be located.
- ✓ Copy of sales tax permit.
- ✓ Photo of mobile vending unit.
- ✓ Location of fire extinguishers; list the type and size.
- ✓ Site plan to scale that includes:
  - Location of MFE on property
  - Layout of proposed parking & fire lanes
  - Type of utilities and point of connection (i.e. generator, water tank, etc.).
- ✓ Layout of the interior of the trailer and label all appliances
- ✓ Industrial Pretreatment Survey

## **Additional Information:**

- Fees: \$100.00 for 1<sup>st</sup> establishment  
\$75.00 additional  
\$35.00 Fire Department Permit
- Permit is valid for a year from the date of issuance and must be displayed at all times during operation.
- Electrical, plumbing, and other permits as applicable will need to be applied for separately.
- The City and County issued Mobile Food Establishment permits, health permits (food handlers), and other applicable County, State, or Federal permits shall be prominently displayed at all times.
- The use of any stationary loud speaker, amplifier, musical instrument or electronic equipment including: radio, television, phonograph, computer and other electronic equipment in such a manner or with such volume that annoys and disturbs persons of ordinary sensibilities in the immediate vicinity or is between the hours of 11:00 p.m. and 7:00 a.m. (Article 8.08, Sec. 8.08.002 Noise Regulations)
- A mobile food establishment permit is required from the Fire Department. An application can be filled out online or one can be emailed to you. This permit will be good for one year, and covers your operations at any events you may participate in.

## **Related Links:**

- [Solicitor/Peddler Ordinance](#)
- [My Permit Now Instructions](#)